

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3203    **TITLE:** HUMAN SERVICES COORDINATOR III    **GRADE:** S-20

**DEFINITION:**

Under direction, to supervise the work of subordinate professional Human Services Coordinators or to perform limited range human service program management functions.

**TYPICAL TASKS:** (illustrative only)

- o Ensures delivery of assigned human services programs; resolves service delivery problems
- o Plans, assigns, and reviews the work of subordinate Human Services Coordinators; oversees staff training, authorizes staff leave/overtime requests, and evaluates staff performance
- o Assists in development of program goals and objectives and evaluation of program effectiveness in meeting stated goals/objectives
- o Prepares program budget and grant applications; prepares and/or directs the preparation of various reports
- o Oversees efforts to educate the community regarding assigned human service programs
- o Serves as agency representative to provide staff support for boards, consortiums, task forces, or community alliance groups; acts as liaison between the agency and service providers
- o Administers memoranda of agreement, contracts, or similar legal instruments between appropriate public and private sector organizations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- o Extensive knowledge of human services available to County residents from public, private, and volunteer organizations
- o Some knowledge of supervisory methods, techniques, etc.
- o Ability to work effectively with various advisory boards and community groups and to lead, persuade, or negotiate alliances between various groups
- o Effective interpersonal and organizational skills

- o        Effective oral and written communication skills, including effective presentation skills.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in one of the social or behavioral sciences AND

Two years experience in professional human services coordination work in public, private, or volunteer organization.

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